



# TOWN OF HINGHAM

## CONSERVATION COMMISSION

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### APPLICATION CHECKLIST NOTICE OF INTENT

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Please submit the following information to the Hingham Conservation Commission:

- Two (2) complete, signed copies of the most recent WPA Form 3, available at <http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-3.html>
- Two separate checks for the following fees: Town of Hingham Wetlands Bylaw Fee and State Wetlands Fee (fees for legal notice will be forwarded to the applicant)
- Proof that a copy of the complete application was sent to the MA Department of Environmental Protection, Southeast Office
- Completed Abutter Notification Form and Affidavit Form available at <http://www.hingham-ma.gov/DocumentCenter/Home/View/795>  
<http://www.hingham-ma.gov/DocumentCenter/Home/View/794>
- A signed copy of the Conservation Commission's Policy on Receipt of Information, available at <http://www.hingham-ma.gov/DocumentCenter/View/3448>
- A narrative describing the property location, delineated resources and methodology used for delineation
- Two (2) complete copies of project plans that include the following information:  
*Plans should be prepared and stamped by a registered professional engineer (PE) or other registered professional as required by the Conservation Commission*
  - The date the delineation was completed
  - Location of all known resource areas, including sequentially numbered flags
  - 50 and 100 foot buffer lines from resource areas
  - 200 foot Riverfront Area line, if applicable
  - FEMA Floodplain boundaries, if applicable
  - Location of existing site amenities above and below the ground
  - Location of proposed site amenities and alterations above and below the ground
  - Shortest distance from proposed disturbed areas to known resources
  - Topography in 2 foot contour intervals
  - Temporary erosion and sediment controls
  - Trees of 6 inch or greater DBH
  - Construction setbacks
  - The drainage basin in which the site is located
- Stormwater Report (applicable only if the project is required to meet MassDEP Stormwater Management Standards)
- Plans larger than 11 x 17 need to be submitted electronically or on disk
- OPTIONAL - Photographs of the property where activities are proposed  
Voluntary Waiver of Deadlines